

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES

ANNOUNCEMENT NO: CFSA-04-S073

POSITION: Supervisory Child Fatality Review
Specialist, MS-301-13

OPENING DATE: 04-02-04

CLOSING DATE: 04-15-04

"OPEN UNTIL
FILLED," FIRST
SCREENING DATE:

SALARY RANGE: \$62,268 - \$81,246 Per Annum

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.
MONDAY - FRIDAY

WORKSITE: WASHINGTON, D.C.

AREA OF CONSIDERATION: UNLIMITED

PROMOTION POTENTIAL: NONE

NO. OF VACANCIES: ONE (1)

AGENCY: CHILD & FAMILY SERVICES AGENCY
(CFSA), OPDD, ODDCP

DURATION OF APPOINTMENT: MANAGEMENT
SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS, SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for a position in the Management Supervisory Service who is a bona fide resident of the District of Columbia at the time of application, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES: The incumbent assigns, directs and reviews the work of Child Fatality Review staff; evaluates staff's work performance; recommends promotions, status changes, awards, disciplinary actions, and terminations; plans, schedules, and coordinates work operations; solves problems related to unit operations and work; negotiates and troubleshoots staff's concerns, grievances, and other matters involved in the daily administration of labor-management problems. Participates in Child Fatality Review meetings designed to develop practice and produce quarterly and annual reports on findings and recommendations. Oversees the process of reviewing care records for child fatality cases; ensuring the quality of fatality reports and quality assurance assessments; and review of other pertinent material in preparation for the review meetings. Participates in monthly meetings held between CFRA and CFSA in order to maintain a structured forum for raising and resolving issues as they arise. Prepares monthly statistical reports and develops an annual report of child fatalities and critical events for the Director of CFSA. Assists in the development of policies and procedures.

QUALIFICATION REQUIREMENTS: One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

**AN EQUAL OPPORTUNITY EMPLOYER (D.C.
Standard Form 1226 (Revised 9/93))**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of CFSA's child fatality review program and applicable policies and procedures;
2. Expert knowledge and experience in statistical data collection techniques, analysis and sampling methodologies;
3. Extensive knowledge of DC Law 2-22, the Child Abuse and Neglect Act of 1977, Adoption and Safe Families Act (ASFA), the Modified Final Order (MFO) as well as other relevant mandates and regulations related to Agency operations;
4. Knowledge of entities outside of the DC Child and Family Services Agency, such as the DC Superior Court and private social services agencies which service the same children that are followed in the Administrative Review process; and
5. Superior writing and communication skills to assure the quality of critical reports and recommendations.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test and Criminal Background Check. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

MAIL TO:	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6 th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5 th Floor Washington, D.C. 20024
TO APPLY:		WEB SITE:	www.cfsa.dc.gov
FAX TO:	(202) 727-5750	TELEPHONE:	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR HUMAN RESOURCES
